

NOT PROTECTIVELY MARKED

NORFOLK AND SUFFOLK CONSTABULARIES
PROCUREMENT
STRATEGY
2014 TO 2019

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The Vision

'To support Local Policing Plans and core operational objectives of Norfolk and Suffolk Constabularies by providing a modern procurement service that is cost effective, efficient and responsive to change within the organisations and their external environment'

Strategic Aims

To consistently deliver an equitable and accountable procurement service that considers the needs and objectives of;

- Stakeholders
- Norfolk Constabulary
- Suffolk Constabulary
- Suffolk Police and Crime Commissioner
- Norfolk Police and Crime Commissioner
- Central Government
- National Policing
- Regional and other partnerships
- The effective use of resources

Scope

Over a five year forward period the strategy aims to:

- Further develop procurement activity in line with national procurement guidelines and other recognised best practice;
- Demonstrate continuing commitment to collaborative arrangements;
- Deliver cost effective supply chain solutions through the use of continuous improvement and the development and implementation of operating policies and procedures;
- Ensure that, where appropriate, emerging technologies are used to achieve improvements in the efficiency and quality of procurement processes.

Key Principles

The following areas have been identified as key principles to be used to evidence and demonstrate progress towards successful implementation of the proposed strategy:

- **Customer Engagement**
 - Deliver services in a timely manner, supported by a Service Level Targets, where appropriate;
 - Ensure specialist advice is provided to appropriate stakeholders and facilitate the acquisition of appropriate solutions to deliver efficiencies
 - Provide commercial support to commissioning activity

- **Developing people**
 - Increasing procurement capacity and capability
 - Maximise the use of resources, providing them with direction, development and support.
 - Roles/responsibilities of those involved in the procurement process will be confined to identified post holders and will be clearly defined

- **Policy and processes**
 - Undertake all procurement activity in a transparent, fair and consistent manner, ensuring the highest standards of probity and accountability
 - Ensure flexibility in contractual arrangements and service delivery relationships and demonstrate a clear commitment to the use of competition
 - Minimise commercial and reputational risk for the organisations by ensuring adherence to internal and external governance and Law;
 - Create, maintain and communicate streamlined procurement policies and processes
 - Not unnecessarily disadvantage SME participation within competition
 - Mandate that departments/budget holders will make use of centrally driven corporate procurement contracts for goods, services and works. Making use of aggregation/economies of scale where appropriate
 - Ensure a corporate approach to procurement and supply chain management is maintained
 - Ensure that the Constabularies are fully supported in carrying out effective commissioning practices

- **Collaboration and Partnering**

- Foster and encourage appropriate collaborative arrangements that deliver efficiencies
- Work in partnership with existing key suppliers and provide potential suppliers with support, guidance and encouragement
- Participate in aggregated and/or consortium purchasing providing the requirements of Best Value are fully adopted

- **Systems**

- Develop internal systems enabling Value for Money procurement for all organisational requirements
- Ensure that appropriate systems are in place and clear responsibilities are identified to make use of improved management information
- Maximise the use of electronic solutions

- **Performance**

- Ensure appropriate management information is available to allow for the measurement of performance and for continual improvement in procurement activity
- Measure, review and report on performance against Key Performance Indicators and adopt an ethos of continual improvement
- Monitor what control is being exercised by budget holders in ensuring excessive demand/wastage is reduced without compromising necessary quality standards
- Benchmarking will be carried out

- **Social Responsibility**

- Adopt a socially responsible approach, taking into account environmental, social and ethical considerations where appropriate
- Comply with our legal and moral duty by taking positive action to eliminate discrimination and promote equality of opportunity

VERSION CONTROL

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